



2006 Mayor's International Awards APPLICATION PROCESS

Thank you for your interest in applying for the **Mayor's International Awards**. We are glad your organization recognizes the value of multiculturalism and strives to create an environment where all international newcomers feel welcome to participate in your services.

Last year, nearly 90 companies and organizations were nominated for the Mayor's International Awards and approximately 30 completed the application process. This year, we hope to grow the number of applicants by at least fifty percent.

All organizations that apply this year will be recognized for their efforts in serving the international population within our hometown. We will have three different levels of recognition (from highest to lowest – Ambassador, Diplomat and Explorer) to let you know how your organization compares to others in Louisville Metro. Also, there will be at least three top Award Winners.

The recognition ceremony will take place on **Thursday, June 15, 2006** at the **Mayor's International Awards Reception, sponsored by Middleton Reutlinger** at the Frazier Historical Arms Museum. We hope that you will mark your calendar and make every effort to join us.

We expect nearly 500 people to attend, so this will be a great opportunity to showcase your company or organization and its policies to your peers and the international community.

To be eligible to receive an award, you must comply with the following rules and eligibility requirements and submit six copies of the completed application form to the Louisville Metro Office for International Affairs no later than 5:00 p.m., Friday, May 19, 2006.

Rules and Eligibility

- Nominations should reflect organizational practices or achievements that focus on multiculturalism (defined as the understanding, appreciation and inclusion of people of various cultures, races, ethnicities, nationalities or religions) and have a visible, tangible or measurable impact on the perception of, attitude toward, respect for and treatment of Louisville Metro's multicultural (namely international) community.
- The nominee must be an established organization (at least three years old) located in Louisville Metro and must have engaged in this multicultural activity for no less than two years.

We appreciate what you are doing to make our community a more welcoming and tolerant place to live and work.

GOOD LUCK!

A handwritten signature in black ink, appearing to read "Omar Ayyash".

Omar Ayyash
Director, Louisville Metro Office for International Affairs



2006 Mayor's International Awards APPLICATION FORM

Organization/Company Name: _____

Contact Person: _____ # of employees or members: _____

Address: _____ City/State/Zip: _____

Daytime phone: _____ Fax: _____

Email: _____ Website: _____

1) Company/Organization Background

Briefly describe your organization, keeping in mind the aspects of who, what, when, where, how and why. Also, please provide your organization's mission statement. Additional information, such as photographs, articles, or letters of support, may also be submitted.

2) Leadership (40 points)

Please describe in detail how your organization projects a powerful message of unity and understanding to others (employees, members, customers, etc.) and addresses the needs of our multicultural community. How long has your organization been serving/employing/assisting internationals? What lessons can your organization provide to others that want to replicate your policies or programs? Does your organization serve as a role model for acknowledging and applying multicultural diversity as a means of achieving workplace and community excellence? Please give specific examples.

3) Education (20 points)

Please detail how your organization has created or adopted internal and/or external programs to promote inclusive behavior. Has the organization improved the cultural competency of your employees or community through educational initiatives? How does the organization promote and celebrate understanding of cultural differences?

4) Community Relations (20 points)

Please explain how your organization has created partnerships to resolve diversity issues. How have you adapted your goods or services to meet the needs of our multicultural community? What activities does the organization conduct to foster understanding between cultures and build bridges within the community?

5) Workforce Diversity (20 points)

Please tell how your organization fosters diversity in the workplace with programs that maximize the potential of all people. How does the organization encourage employee volunteerism in the community with regard to cultural connections? Does your organization educate your internal workforce on the importance of multiculturalism and work to create an environment of understanding and appreciation? What percentage of your workforce (membership) is of international origin?

*Please submit **six copies** of this form and your answer sheet(s) along with one copy of any supporting materials to the **Louisville Metro Office for International Affairs no later than 5:00 p.m., Friday, May 19, 2006.** All applicants will be recognized for their efforts with a certificate at the Mayor's International Awards Reception sponsored by Middleton Reutlinger on June 15, 2006 where the top organizations will be announced and receive awards.*

Return six copies of your entry by May 19, 2006 to:

Louisville Metro Office for International Affairs, Attn: Jeremy Morris, 400 S. First Street, Louisville, KY 40202

For more information: (502) 574-3514 Fax: (502) 574-1477 E-mail: international@louisvilleky.gov
www.louisvilleky.gov/international

